



# CBP Modernizes Electronic Refund Enrollment Process

U.S. Customs and Border Protection (CBP) recently improved the Automated Clearing House (ACH) refund sign-up process in support of [Executive Order 14247](#) and the mandatory transition to electronic refunds on February 6, 2025, as announced in the Federal Register. To authorize ACH refunds, the trade community must now use the Automated Commercial Environment Secure Data Portal (ACE Portal). Learn more below about how to get an ACE Portal account and use the new ACH refund authorization tool.

## Step 1: Ensure ACE Portal Access with the Importer Sub-account View

- For ACE Portal trade account owners (TAO) with importer sub-account access, proceed to Step 2.
- For ACE Portal TAOs without the importer sub-account view, learn how to add the importer sub-account view on the [Managing an ACE Portal Account webpage](#).
- For those who receive refunds but do not currently have ACE Portal account access, use the [new automated application](#) to create a top account with the importer sub-account view. Check out this [Information Notice to learn more about the modernized application tool and related training resources](#).

ACE Portal users must have a current CBP Form 5106 record on file with CBP to access the Importer sub-account view

**Information Notice:**  
[Modernized ACE Portal Importer Account Application](#)



**Training Guide:**  
[Modernized ACE Portal Importer Account Application](#)



## Step 2: Use the ACE Portal to Manage ACH Refund Information

1. Log in to your ACE Portal top account as TAO or as an authorized Proxy TAO or Trade Account User.
2. Navigate to the importer sub-account view and locate the *ACH Refund Authorization* tab.
3. View, add, and update U.S. bank information for receiving refunds.

For more information and training resources, review this [Information Notice about the new ACH tab](#).

CBP Form 4811 "Notify Parties" will continue to receive paper checks until February 6, 2026. However, "notify parties" may apply anytime for an ACE Portal importer sub-account and enter their bank information to prepare to begin receiving electronic refunds on February 6, 2026.

**Information Notice:**  
[New ACE Portal ACH Enrollment Tool](#)



**Training Guide:**  
[New ACE Portal ACH Enrollment Tool](#)



**REMEMBER:** ACE Portal users with importer sub-account access can run the REV-603 Trade Refund report in ACE Reports to view refund data. For help running the report, review the [ACE Refund Report Quick Reference Card](#)

**Training Guide:**  
[ACE Refund Report](#)

